

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on November 5th, 2014

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Donald Bates, Town Administrator Chris Clark, Secretary Tracey Alves, Comptroller Sandra Cummings, Sr. Billing Administrator Wellesley Marsh, Selectman Larry Ballantine, Doug Gardner, Jason Federico

Chairman Thompson called the meeting to order at 8:17 a.m.

Chairman Thompson entertained a motion to adopt the Minutes from October 21st, 2014. Vice Chair Gonsalves moved to approve the Minutes with a second from Clerk Bates; 3-0-0

The Board signed an abatement denial form for 836 Route 28. This abatement had been previously discussed and decided upon at the Board meeting held on October 21st, 2014.

An abatement request in the amount of \$75.00 was received by the owner of 44 Greeneedle Lane after an irrigation company came out to their property and charged a service fee to investigate a loud noise that appeared when the irrigation was in use. Prior to this, the Water Department had been out to the property to change out a meter and the technician, upon leaving, did not open the master valve all of the way, which was the cause of the noise. The Board voted to approve the abatement request with a motion by Vice Chair Gonsalves and a second by Clerk Bates; 3-0-0

The Board requested to have Haley & Ward engineering firm as well as Polaris Consultants resubmit updated, detailed siting proposals that list the scope of services for the planning and implementation of a new Lothrop water tank.

A data log was presented to the Board which showed consumption for 8 Mid Pine Drive. This property has a pending abatement request on hold due to a large water bill received. There is underground irrigation installed at this property and the owner is working in collaboration with his irrigation company to run some tests on the irrigation to make sure it is free of any leaks.

Jason Federico of Polaris Consultants gave the Board an overview which included various ideas of how to go about implementing the asbestos main replacement project moving forward. He offered that it would be worth seeing what Phase 1 of wastewater will include as well.

The ad for a new Director of Water and Wastewater is out and resumes are due by the end of the business day on November 17th, 2014. There will be a Director Search Committee and Process. The Search Committee will consist of 5 people, a Board member, the Town Administrator, Assistant Town Administrator, Doug Gardner and an Administrative staff member from the Water Department. The Search Committee will review resumes, credentials and interview the final candidates for the Director position.

Doug Gardner introduced himself. Mr. Gardner is a municipal and utility consultant who specializes in the financial side of wastewater. He will be one of the members on the Water and Wastewater Director Search Committee.

The Town Administrator is going to propose removing the Director position from the Union. In order to do so it will have to go through a collective bargaining process.

Comptroller Cummings added that Foreman Steve Hicks took on the Assistant Superintendent position when Bruce Cahoon passed away and he has not been compensated for it yet he has

taken on all of the responsibility for that role. Town Administrator Clark stated that he would take a look at this soon and would not lose sight of it.

The Board reviewed an internal adjustment for the 139 North Westgate Road account in the amount of \$545.40. Clerk Bates moved to approve the internal adjustment with a second from Vice Chair Gonsalves; 3-0-0

Greg Mello, the newest hire for the Distribution Laborer position has been terminated. There is a second candidate, Robert Plausky, who will be contacted to see if the interest is still there. Moving forward, the second candidate will be offered the position pending the Board of Selectmen's approval.

The Board voted to move ahead with the new hire with a motion by Chairman Thompson and a second by Vice Chair Gonsalves; 3-0-0

Vice Chair Gonsalves would like to take a look at the new employee handbook.

Comptroller Cummings stated that she met with the Assistant Town Administrator and that at this time there are still some gray areas in trying to implement strict rules pertaining to personal and work cell phone use. This topic needs some more time before any rules are set in stone.

The Town is looking into merging all of its websites into one complete Town website. Currently, the Water Department's website has many useful links and features. The company in charge of creating the new Town website will try to include as many features as possible when designing the new site.

Comptroller Cummings is still waiting on Legal Counsel to respond to the Change Order for the Well 10 project. DEP wants a letter from Town Counsel which explains the change.

There is a Well 10 construction meeting on Thursday, November 13th, 2014 at 10:00 a.m.

There is a Board of Water Commissioners meeting with the Board of Selectmen on November 17, 2014 at 6:30 p.m.

There is a Capital Outlay meeting on November 18th, 2014 at 4:30 p.m.

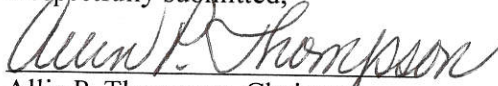
Town Administrator Clark mentioned that after Capital Outlay around 7:00 p.m. Dave Young will be discussing wastewater.

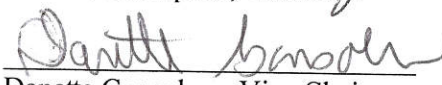
A letter will be drafted to DEP to notify them of the current absence of a Superintendent within the Water Department. The letter will explain how the Town Administrator is overseeing the Department until the position is filled and will also outline the Director of Water & Wastewater Search Committee and Process.

The Board will meet again on Tuesday, November 18th, 2014.

Chairman Thompson motioned to adjourn at 9:35 a.m. with a second from Vice Chair Gonsalves; 3-0-0

Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chair


Donald T. Bates, Clerk


Sandra Cummings, Comptroller


Tracey Alves, Board Secretary